

Travel Arrangements Form

IMPORTANT: We require a record of your travel arrangements to insure our people who are scheduled to meet you know where to go and when to be there. Your information provides details of where & when you will be so we sort out arrangements ahead of time to ensure a safe, efficient and worry-free journey.

PLEASE make sure we get this info at least 30 days before your departure.

Names of passengers:

1.) _____ 4.) _____
 2.) _____ 5.) _____
 3.) _____ 6.) _____

Tour Name: _____

Tour Date(s):Begin: _____ **End:** _____

Flight Arrangements:

**** How are you ARRIVING to the trip starting point ? (please write legibly and be thorough)**

<u>Date:</u>	<u>From / To</u>	<u>Airline / Flight #</u>	<u>Departure/Arrival Time (AM/PM) *some flights arrive the NEXT day!</u>
_____	_____	_____	_____
_____	_____	_____	_____

**** How are you DEPARTING from the trip finish point (usually a major city) ?**

<u>Date:</u>	<u>From / To</u>	<u>Airline / Flight #</u>	<u>Departure Time / Arrival Time (AM/PM)</u>
_____	_____	_____	_____
_____	_____	_____	_____

Other Arrangements:

If you are taking transportation other than airplane please let us know which kind - (car, bus, ferry, train, boat, chopper, etc.)

Will you be driving? When is your time and date of arrival at the departure point? _____

Where will you be departing from to reach the trip departure point? _____

Is your Estimated Time of Arrival going to be before the official trip date? If so, where will you stay or where can we reach you? (Include: hotel name, phone, fax, e-mail, address & contact name)

